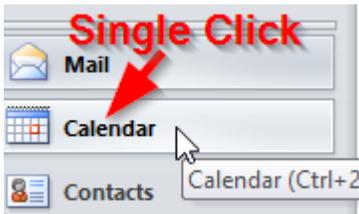


## Adding Equipment / Room Calendars

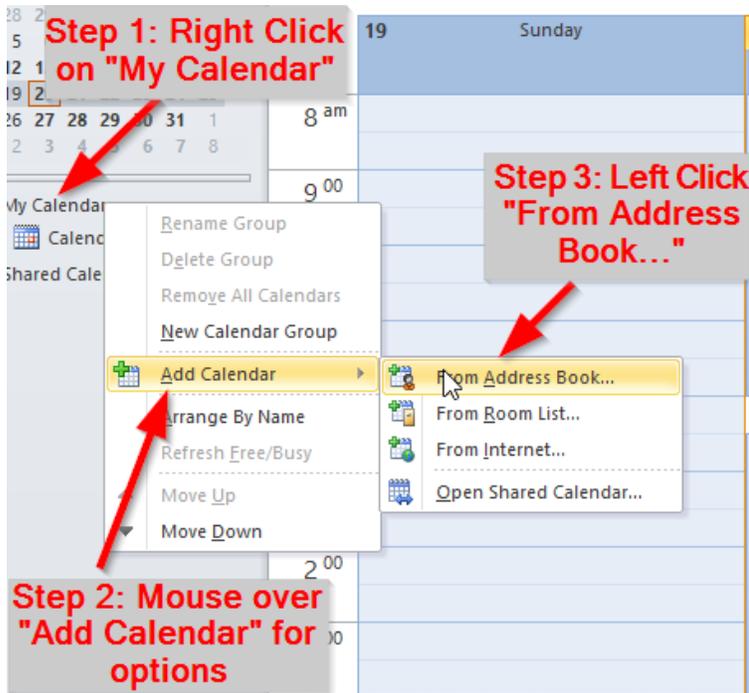
### 1. Start Outlook



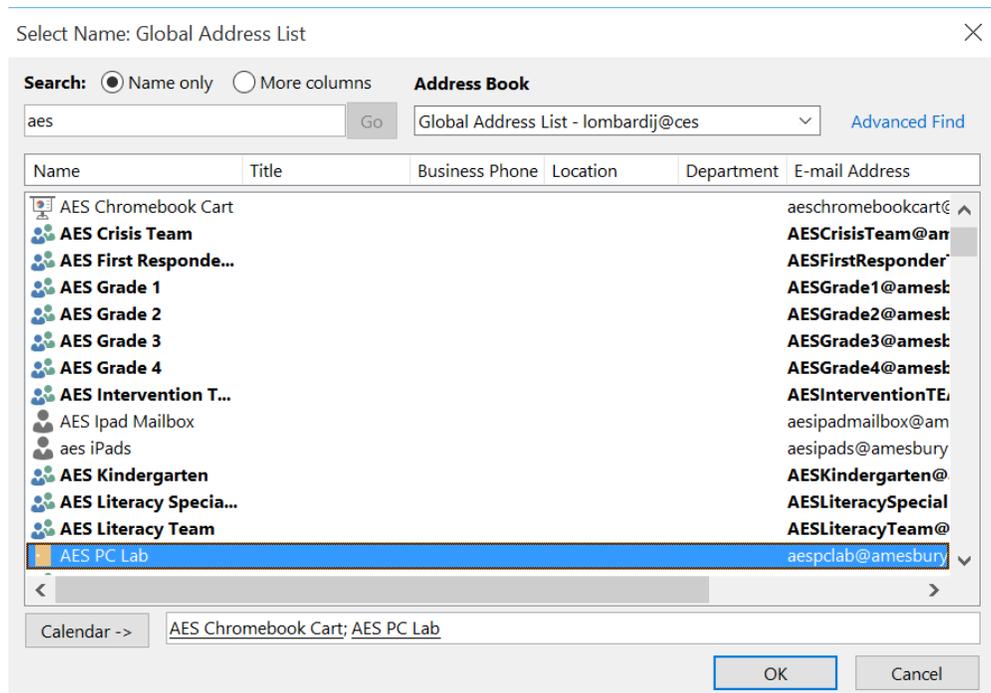
### 2. Click on Calendar



### 3. Right click on My Calendars, hover over Add Calendar, and left click on From Address Book...



4. Search for AES by typing “AES” into the search field, double click on the each calendar you’d like to add, and press OK.



5. You should now have the new calendar(s) added under “My Calendars”.